



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 5000.48C  
N09B21  
04 AUG 1984

OPNAV INSTRUCTION 5000.48C

From: Chief of Naval Operations  
To: All Divisions of OPNAV

Subj: OPNAV ADMINISTRATIVE MANUAL

Encl: (1) Subject Manual

1. Purpose. To issue a comprehensive manual consolidating internal OPNAV administrative direction and guidance.
2. Cancellation. OPNAV Instruction 5000.48B.
3. Authority. This directive governs administrative matters within the Office of the Chief of Naval Operations (OPNAV). All articles carry full authority of their governing directives in levying responsibilities on addressees.
4. References. Instructions cited in the text of articles have not been distributed to all addressees.
5. Changes. Recommended revisions, changes or new material will be provided to N09B in smooth copy following the format of this manual. N09B will issue change transmittals as required.
6. Cognizance. The cognizant code for each article is shown following the title. Questions involving interpretation of contents should be directed to the cognizant code.
7. Action
  - a. Originators of articles are responsible for:
    - (1) Maintaining articles in a current status.
    - (2) Providing and preparing sample of forms when required.
  - b. Addressees are responsible for:
    - (1) Compliance with the provisions of this instruction.
    - (2) Custody of the manual, including entry of changes.



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OPNAVINST 5000.48B

04 AUG 1994


8. Tabs. Addressees are requested to retain the tabbed dividers from the previous version, OPNAVINST 5000.48B. Change the last tab to read "APPENDICES".

9. Appendices

a. Appendix A lists all forms, including availability, cited for use in this Manual.

b. Appendix B lists reports and data requirements required for submission by various OPNAV officials.

c. Appendix C lists required personnel appointments to be made by various OPNAV officials.

  
F. J. HERRON  
ASSISTANT VICE CHIEF  
OF NAVAL OPERATIONS

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